



**FRANKLIN COUNTY BENEFITS AND
RISK MANAGEMENT DEPARTMENT**
373 South High Street, 25th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Secretary 1 (Non-Bargaining) **PCN:** 060412

REPORT TO: Coordinator of Health Management Programs **P.R.:** N5

RESPONSIBILITIES: Coordinate schedules and assist in developing health intervention and prevention programs for employees and eligible dependents of the Franklin County Health Benefits Collaborative. Support communication plans to include bulletin boards, announcements, and intranet portal. Coordinate venue requirements and event logistics for health exhibits and wellness fairs. Organize immunization clinics and screening events. Maintain authorization and consent forms, and prepare correspondence and reports as needed. Support activities related to the Franklin County Prescription Discount Card program, material distribution, database management, and serve as liaison to national program partners. Provide administrative support for committees and other meetings. Perform clerical tasks, maintain logs, screen and direct calls, maintain files, retrieve information, and provide back-up customer service support to Benefits Clerk.

MINIMUM QUALIFICATIONS: High School diploma or GED with one year of office administration or clerical experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: Bachelors degree in health, public administration, or related field; or Associate or Bachelor's degree combined with relevant work experience. Proficiency with standard office computer platforms including Microsoft Office Suite, Internet Browsing Software, and have the capacity to conduct internet-based research. Ability to occasionally lift up to twenty-five pounds. The position requires extended periods of sitting and computer use, stacking and restoring resources and set up/tear down health exhibits. Must have a valid driver's license as position requires driving to events held throughout Franklin, Fairfield, and Pickaway Counties.

STARTING SALARY: \$13.56/hour plus comprehensive benefit package.
180 Day Probationary Period

DATE POSTED: Friday, June 29, 2012

DEADLINE TO APPLY: Until Filled

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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